



**City of Ketchum
Planning & Building**

OFFICIAL USE ONLY
File Number:
Date Received:
By:
Design Review Fee:
License Fee:
Approved Date:
Denied Date:
By:

Off-Site Vendor License Application

Applicants for an off-site vendor’s license shall file a complete application not less than thirty (30) calendar days prior to the date said person desires to conduct business. A separate vendor’s license shall be required for each separate tent, cart or vending stand. License fees are not prorated and are not refundable.

Submit completed application and documentation to planningandbuilding@ketchumidaho.org Or hand deliver to Ketchum City Hall, 191 5th St. W. Ketchum, ID If you have questions, please contact the Planning and Building Department at (208) 726-7801.

Note: All applications must be accompanied by the applicable license fee of \$1100

APPLICANT INFORMATION	
Full Name:	Date of Birth:
Mailing Address:	Driver’s License Number:
Residential Address:	Social Security Number:
Phone:	Email:
ADDITIONAL EMPLOYEE(S), ATTACH ON SEPARATE SHEET IF NECESSARY	
Full Name:	Driver’s License Number:
Date of Birth:	Social Security Number:
BUSINESS INFORMATION	
Business Name:	
Site Address:	
The legal description of site:	
A brief description of the nature, character and quality of the goods or services offered for sale or delivered. In the case of products from a farm or orchard, where such products were grown:	
The specific dates and times requested to engage in or conduct business:	
A brief description of the proposed method of distributing products:	
The nature of the proposed advertising at the proposed location:	
Federal Taxpayer Identification Number:	
State of Idaho Sales Tax Identification Number:	
City of Ketchum Non-Property Sales Tax Identification Number:	
SUBMIT WITH APPLICATION:	
1. Site Plan indicating exterior property lines, location of adjacent streets, easements, location of stand, queuing and circulation, dumpster, restrooms and wash stations with screening, control of smoke/fumes, and snow storage.	
2. Written and notarized permission of the owner(s) of the real property reflecting applicant’s authority to engage in or conduct business at the specific location(s) identified in the application. Should any question exist as to the owner of said real property, it shall be the duty of the applicant, as part of the application, to satisfactorily establish the same.	
3. Proof of liability insurance in the amount of \$500,000.	
4. A complete listing of any other licenses or permits issued to the applicant by the City within the past five (5) years.	
5. If a motor vehicle is to be used in the vending business, a description of the vehicle together with the motor vehicle registration number and license number:	
6. A 2” x 2” full-face photo of the applicant taken within the last 30 days.	
7. A photograph, with dimensions, of any stand which the applicant uses or intends to use to conduct vending.	

8.	Evidence of a valid electrical inspection for any stand.
9.	Central Health District Certification (if applicable).
10.	Business License Application and Emergency Contact Form.
11.	Sign Permit Application

Being first duly sworn, deposes and says, that I am making the foregoing application and make said statements therein and hereafter for the purpose of securing an Off-Site Vendor's License within the corporate limits of the City of Ketchum, and I have read the entire application, known the contents thereof, affirm that the facts stated above and hereafter are true, and I am familiar with the provisions of Title 5, Chapter 5.16, as may be amended.

Applicant's Signature

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____.

Notary Public

Residing at: _____

Commission expires: _____

Pursuant to Resolution No. 08-123, any direct costs incurred by the City of Ketchum to review this application will be the responsibility of the applicant. Costs include but are not limited to: engineer review, attorney review, legal noticing, and copying costs associated with the application. The City will require a retainer to be paid by the applicant at the time of application submittal to cover said costs. Following a decision or other closure of an application, the applicant will either be reimbursed for unexpended funds or billed for additional costs incurred by the City.

The Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Off-Site Vendor Renewal Application in which the city of Ketchum is the prevailing party, to pay the reasonable attorney fees, including attorney fees on appeal and expenses of the city of Ketchum. I, the undersigned, certify that all information submitted with and upon this application form is true and accurate to the best of my knowledge and belief.

DESIGN REVIEW MATERIALS:

If some form of stand will be used in furtherance of off-site vending, the following materials and information together with the application shall be supplied by the applicant at time of application:

1. Photograph or drawing of proposed stand with dimensions.
2. Site utilization map in sufficient detail depicting the following:
 - a. Exterior property lines of proposed license site(s) together with dimensions drawn to scale
 - b. Location(s) of the proposed stand and existing stands and other structures with dimensions thereof showing the setback of each stand from the nearest property line
 - c. Location and dimensions of the adjacent streets and public ways together with the location of any proposed street or other public way
 - d. Location of public queuing and circulation resulting from the off-site vending business
 - e. Location of any existing stands on adjoining properties
 - f. Location of dumpster and/or garbage can storage areas including the dimensions and proposed screening, and plan for removal of garbage
 - g. Location and dimensions of easements, private and public, within and adjacent to the proposed project together with the purpose thereof; and,
 - h. Indication of direction of snow slide and drip line from roof of stand.

CRITERIA AND STANDARDS:

The following list of design review criteria must be considered and addressed by each applicant seeking design review approval of a vendor stand. The Administrator will use this list of design criteria as a basis to determine whether an application is to be approved or denied. The Administrator may suggest changes and/or place conditions of approval based upon these design criteria if found necessary to maintain the public health, safety and welfare:

1. Evaluation Standards:
 - a. Compatibility –
 - i. The stand's materials, colors and signing shall be compatible with the townscape and adjoining structures.
 - ii. The stand shall be set back no less than five (5) feet from any and all property lines of the site.
2. Architectural Quality:
 - a. There shall be continuity of materials, colors and signing within the project (neon and fluorescent colors are prohibited).
 - b. Exterior lighting shall be downlit and shall not have an adverse impact upon other properties and/or public ways.
 - c. Stand design shall include weather protection which prevents water from dripping or snow from sliding onto areas where pedestrians gather and circulate or onto adjacent properties.
 - d. Exterior siding materials shall be of natural wood or masonry origin or similar quality (metal siding is prohibited).
 - e. Garbage storage shall be screened from public view.
3. Circulation Design - Public queuing and circulation resulting from the off-site vending business shall be contained on private property.

- 4. Snow Storage: Snow storage areas shall not be less than thirty percent (30%) of the improved pedestrian circulation area.
- 5. Essential Services:
 - a. A public restroom is available within 500 feet (500 ft) or a screened porta-potty and separate hand-washing station is provided on-site.
 - b. Water and sewer services, including grease traps for food service, shall be provided at owner's expense and subject to City approval.

DESIGN REVIEW APPLICATION CERTIFICATION OF COMPLETENESS

Project Name:	Reviewed by:
Date:	Time: